

**GOVERNMENT / INDUSTRY
ACQUISITION IMPROVEMENT TEAM (AIT)
CHARTER Rev 1**

1.0 Purpose

Be the Naval Air Warfare Center Aircraft Division (NAWCAD) Government - Industry Steering Group dedicated to the improvement of the acquisition processes and sustaining effective government-industry relationships. AIT functions as a communication forum and a forum to identify problems in the acquisition of support services by NAWCAD and NAVAIR.

2.0 Organizational Alignment

The AIT was chartered by the Commander, NAWCAD. The AIT is aligned to the Command leadership structure through the NAWC AD Board of Directors (BOD). The AIT Steering Committee will be co-chaired by a senior NAWC representative, Ms. Pam Gray AIR 2.5.1, and a senior industry member, Floyd Warren of EMA, Inc. The Chairpersons of the AIT are responsible to represent the interests of NAWCAD as related to the acquisition of support services. The AIR2.5.1 Deputy for Contracts Department, Patuxent River Site serves as NAWCAD's agent to determine and take action based on facts developed by the AIT leading to improved acquisition processes. Communication of AIT activities to the NAWCAD BOD is the responsibility of the AIT Chairpersons through established processes.

3.0 Responsibilities

- a. Promote a culture of two-way communication and trust. Hold open and honest discussions of problem areas. Nourish a "win-win" environment.
- b. Foster an environment for discussion of non-program specific, non-source selection sensitive issues. No source selection sensitive issues, procurement specific problems, or proprietary information will be discussed.
- c. Identify and analyze specific areas for improvement and/or process review. Promote continual improvement of shared processes and procedures.
- d. Provide and task Action Teams to study specific processes or problem areas.
- e. Provide periodic updates to the NAWC BOD summarizing the work of the Team.
- f. Implement selected improvement within respective organizations wherever possible.
- g. Communicate the vision, purpose, and activities of the Steering Group, within the respective organizations.

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4.0 Membership and Participation

- a. The AIT consists of three components, the: 1) Steering Group, 2) Open Industry Forums, and 3) Action Teams.
- b. Steering Group membership
 - 1) Membership shall represent a cross-section of the Naval Air Warfare Center Aircraft Division (NAWCAD) and Industry, serving at the request of the Commander, NAWCAD and subject to change according to his judgment. The AIT will be co-chaired by a Senior Government Manager selected by the Commander, NAWCAD and a Senior Industry Representative. Membership of the Steering Group shall consist of the individuals named in Attachment 1. The Chairpersons shall keep the membership list current.
 - a) Government membership is composed of Senior Level NAVAIR managers with policy/decision making responsibilities for their respective Competency as appointed by Commander, NAWCAD. Additional membership will include a representative from the NAVAIR Small Business Office and NAVAIR Headquarters with agreement from the Chair(s).
 - b) Industry membership will consist of eight senior management level personnel with decision making and resource responsibilities. Industry members bring an industry perspective to this group representing interests beyond their respective company. Replacement of members who are no longer able to participate will be accomplished through a nomination and lottery process managed by the chairpersons and industry members. Key attributes of prospective members include previous participation in AIT activities, personal willingness to participate, and the respect and trust of peers to serve as their representative.
 - c) Composition of the AIT Steering Committee will be reviewed each year to ensure an effective mix of Government and industry partners are represented.
- c. Open Industry Forums and Action Team Membership. Participation in Open Industry Forums or Action Teams is open to all interested parties, regardless of membership status. At least one member of the Steering group will be assigned to each action team. Action team membership will be determined by the Steering Group.
- d. Other participation from other organizations or individuals may be invited, as non-voting members, for the purpose of coordinating, informing, and broadening perspectives.

5.0 Steering Group Members Shall

- a. Meetings will be to promote open, friendly interchanges of opinions and ideas.

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- b. Set agenda prior to concluding ongoing meetings. Additions or deletions to the agreed-to agenda shall be initiated with, and approved by, the chairpersons.
- c. Have the chairpersons compile and distribute minutes within 15 days of the meeting.
- d. Participate fully and practice active listening.
- e. Practice non-attribution.
- f. Prepare for meetings such that Steering Group meetings are as productive as possible. Take appropriate action to provide information to the Team when you are unable to attend a scheduled meeting. If Team activities are appropriate for substitute attendee, select someone in an equivalent position to attend.

6.0 Procedures

- a. Meetings of the steering group may be open or closed, as appropriate for the planned agenda. Meetings where the primary agenda is to share information will be open to all companies and government organizations, regardless of membership status. Attendance is limited to one representative per company at the senior management level.
- b. Meetings will be held regularly on the second Thursday of each month, as deemed appropriate by the Chairperson(s). Open meetings will be announced in accordance with the approved communication plan.
- c. Minutes of the Steering Group meetings are available in accordance with the approved communication plan.
- d. Activities/decisions of each meeting shall be published in the minutes and appropriate media.
- e. This charter may be amended by a two-thirds majority of the membership after being proposed and seconded by a voting member. All changes to the charter are subject to approval by Commander, Naval Air Warfare Center Aircraft Division.

Approved by:

Pam Gray, Director of Services Contracts
AIR 2.5.1
Naval Air Warfare Center Aircraft Division

Floyd D. Warren
Industry Liaison
Eagan, McAllister Associates, Inc